

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R398064

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Duration (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Monocritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by		Official Title of Position	
a. U.S. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		Fish & Wildlife Administrator (92) 145 480 14 5-20-98 5/1/98	
e. Recommended by Supervisor or Initiating Office		Fish & Wildlife Administrator		GS		480		14	
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)							

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish & Wildlife Service		d. Fourth Subdivision Ecological Services	
b. Second Subdivision Region 3		e. Fifth Subdivision	
Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature _____ Date _____		Signature _____ Date _____	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position Standard Position Description R398064 Fishery/Wildlife Biol Series, GS-482/486, TS-101, 1/91 Forestry Series, GS-460, Part II, GSSG	
Typed Name and Title of Official Taking Action Sandra M. Kemper Julie Anderson Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature _____ Date 5/20/98 5/1/98			

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor	JA	4/30/98								
c. Classifier	JA	5/20/98								

24. Remarks

FPL: GS-14

____ Supervisor Copy
____ Employee copy
____ OPF(L) Copy
____ Classification Copy

(Station Name)

INTRODUCTION

This position is the Project Leader, Field Office Supervisor, for a state Ecological Services Field Office.

The Project Leader exercises line and management responsibility of this office to protect, enhance, and conserve fish and wildlife resources through Endangered Species, Habitat Conservation, and Environmental Contaminants activities. Work is conducted under the broad authorities of the Fish and Wildlife Coordination Act, the Endangered Species Act, the Migratory Bird Treaty Act, the Clean Water Act, the National Environmental Policy Act, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and other federal laws, regulations, and policies that provide for the conservation of federal trust fish and wildlife resources (migratory birds, endangered species and interjurisdictional fish). Activities of the field office are planned and prioritized to improve fish and wildlife habitats on a landscape scale using an ecosystem approach and partnerships with others who have common or overlapping interests.

The Project Leader provides technical and policy guidance to subordinate staff and serves as a key advisor to the Great Lakes - Big Rivers Regional management team on federal trust fish and wildlife issues.

MAJOR DUTIES

Resource Protection:

Participates with the Geographic Assistant Regional Director (GARD) and the Ecological Services Program Assistant Regional Director (PARD) as a member of the Regional Management Team in the development of fish and wildlife resource policies and programs of Regional scope. This involves major issues such as human resources, budget, work priorities, and internal and external problems. Also, as requested, serves as chairperson or member of ad hoc task force teams for Regional management improvements or issue analysis.

Carries out all aspects of administration of the Endangered Species Act (ESA) in the state and coordinates endangered species activities with affected federal and state agencies and the public. Serves as primary point of contact between the Service and state fish and wildlife agencies regarding ESA authorities.

Provides leadership, direction, and oversight for coordination, consultation, and technical services to Native American Tribes, other federal agencies including but not limited to the Army Corps of Engineers, Environmental Protection Agency, Federal

Highway Administration, Federal Energy Regulatory Commission, National Oceanic and Atmospheric Administration, Natural Resources Conservation Service, and Forest Service and state natural resource agencies in projects and issues regarding protection of fish and wildlife resources as requested or required by law.

Defines projects and leads negotiation for reimbursable funding, tracking of expenditures, and monitoring completion of scopes of work requiring direct interaction with numerous District Engineers and Regional Directors of a variety of federal agencies.

Responsible for working with EPA, federal and state natural resource trustees, potentially responsible parties, Department of the Interior Office of the Solicitor, and Department of Justice attorneys to implement and follow through with Natural Resource Damage Assessment process and any Superfund activities.

Reviews and comprehends the current thrusts of the major conservation organizations regarding their policies toward fish and wildlife resources. Actively participates with conservation groups, states and local entities to keep them advised of Service activities.

Responsible to other agencies and states to address habitat degradation and protection, non-point source pollution and contaminated sediments.

Carries out technical assistance and habitat restoration activities of the Service's Partners for Fish and Wildlife.

Represents the Service, taking lead role at agency and interagency planning sessions, workshops, and meetings for the purposes of communicating and negotiating established service positions and objectives and for precluding and resolving problems. Such meetings are often very sensitive and require utmost diplomacy, tact, intuitiveness, and subject knowledge not only in relation to resource biological aspects, but overall policy and political ramifications.

Administration:

Exercises the full range of supervisory and managerial responsibilities over fish and wildlife and human resource programs. Sets priorities for resource programs, including allocation of office budget and personnel ceilings to accomplish program activities of the field office. Determines which programs should be initiated, dropped or curtailed, and when such actions should occur.

Establishes field office goals, plans, and objectives both short and long term based upon Regional/National goals and objectives. Plans, organizes, supervises, assigns, and establishes project

completion dates, oversees review of projects, and provides technical expertise on biological investigations. Assures that contents in reports and correspondence related to projects adhere to policies and guidelines established. Leads the field office team in coordinated activities to achieve Service goals and objectives for trust natural resources.

Prepares a full analysis and report of budget justifications to describe and obtain sufficient fiscal resources to meet field office needs including future year budget development, current year budget execution and tracking. Manages the preparation and tracking of complex budgets, accomplishment reports, and other administrative documents. Determines the most effective and economical means to achieve the Service's mission and trust resource goals within fiscal and legal constraints and takes action to ensure these means are followed.

Workforce:

Exercises the full range of supervisory and managerial duties for a staff of professional biologist and support subordinates. Plans overall work, establishes work schedules and priorities, makes assignments, and reviews work. Personally discusses with subordinates the progress of the work and problem areas as they arise. Recommends employee status changes, such as promotions, reassignments, and other personnel changes. Approves leave. Sets performance standards and evaluates performance. Identifies training needed by subordinates, and ensures that training opportunities are provided. Resolves complaints or minor grievances, and advises employees on matters related to less than adequate performance. Keeps employees informed of higher management policies and goals.

Actively supports the Equal Employment Opportunity program in the office, and communicates this support to subordinates. Cooperates in developing and carrying out affirmative action efforts in the office and those actions described in the Service Affirmative Action Plan. Demonstrates and conveys to subordinates an understanding of and sensitivity to issues relating to individual civil rights within the office.

Outreach:

Meets with members of Congress, State and local representatives, concerned citizens, and industrial and public interest groups to describe Service activities, address concerns, and enlist support for the work of the Service. Makes environmental decisions based upon legislative authorities while considering expressed public concerns. Resolves conflict between socio-economic and environmental interests, develops consensus, and seeks solutions that benefit all stakeholders.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Mastery of the science and application of natural resource management principles sufficient to direct the Service's programs, including developing new approaches or adapting general principles to the distinctive fish and wildlife resources protection, development, enhancement, and management problems.

Extensive knowledge of biological sciences (e.g., fishery biology, wildlife biology, wildlife conservation, hydrology, soils science, etc.) to protect, manage, and enhance fish and wildlife and their habitats.

Highly developed written and oral communication skills to convey information about complex federal functions and activities; present clear, concise technical reports, findings and recommendations; consult on technical decisions; make new policies; coordinate and resolve conflicts; and interpret laws, regulations and administrative rules.

Ability to administer a large and varied program of work, including management of the work force, budget, equipment, facilities, and other resources.

Ability to deal effectively with people, both individually and in groups, in order to enlist their cooperation and support of Service programs and objectives and to harmonize the conflicting interests and demands of various groups, organizations, and individuals to determine the actions to be taken to protect the public interest in fish and wildlife resources.

FACTOR 2: SUPERVISORY CONTROLS

The incumbent is under the general supervision of the ARD and is guided further by interpretations of policy from the Regional and Washington Offices. The incumbent is responsible for the performance of and completed staff work prepared by the field office, and brings forward only complex matters of policy or those matters of which the ARD wishes to be consulted or informed. The incumbent determines the validity of plans, activities, and programs independently. The incumbent plans, organizes, and carries out the duties, selecting the approaches and methods to achieve objectives in a timely, efficient manner. Progress is monitored to determine that the results achieved are measured against broad objectives and compliance with applicable laws, regulations, agency policy, and work activity guidance. Guidance is provided by the Fish & Wildlife Service Manual, Endangered Species Act, Fish and Wildlife Coordination Act, National Environmental Policy Act, other applicable laws, regulations, and general policies and procedures prescribed by the Regional and Washington Offices.

FACTOR 3: GUIDELINES

Guidelines are broadly stated Agency regulations, policy statements, National legislation, and Federal regulations and statutes. Many of the problems encountered are highly unusual, subject to intense controversy over approach to be taken, or pertain to issues for which there is no definitive or authoritative information available.

The incumbent exercises own judgment and ingenuity in interpreting and applying existing guidelines and in deviating from traditional methods of accomplishing the Service's work and in developing new methods as required and advising the Regional Office of needed change. Such new developments frequently influence Regional and Service policies or procedures.

FACTOR 4: COMPLEXITY

Assignments involve a broad range of duties relating to the management of the Service's natural resources programs. The incumbent is responsible for managing and supervising intensive analysis, information development, and problem solving for activities where assigned staff are recognized as the technical experts. The incumbent is responsible for the planning, administration, and program control of the Service's activities, which are directed toward achieving protection and enhancement of all fish and wildlife resources. These are complex activities, often highly controversial because of the strength of legislation and the intense interest of many government agencies and various private organizations.

The management complexity is characterized by the need to manage and protect major fish and wildlife resources which are of substantial socioeconomic-economic importance, and have major resources of an outstanding regional, national, or international magnitude, importance, and complexity. The incumbent is responsible for assimilation and analysis of a large volume both of administrative and technical information and conversion and application of this information to management situations. The position requires extensive coordination, liaison, and planning activities, and the incumbent is required to interact with administrators and professional staff of numerous Federal and state agencies, researchers, university staffs, local governments, representatives of private industry and conservation groups, Native American tribes, and the public. This interaction may often occur under the pressure of extreme controversy at meetings and public gatherings. The incumbent must exercise a high degree of initiative, independence, professionalism, sound judgment, sensitivity, and diplomacy in daily activities.

The work involves many areas of uncertainty amid a complex interaction of a number of technical, administrative, and socioeconomic problems. As such, the work requires the development of new techniques, management methods, and specific practices to resolve a wide range of different issues in diverse environmental situations.

FACTOR 5: SCOPE AND EFFECT

The purpose of the work is to influence decisions and activities that ensure the maximum conservation, protection, and enhancement of trust fish and wildlife resources throughout the State of Missouri.

The incumbent must correctly interpret various plans and operations for complex development projects to determine their potential effects on listed species, migratory birds, and other fish and wildlife resources. The incumbent must also propose reasonable and prudent alternatives to proposed actions deemed likely to jeopardize listed species. This overall effort often involves direct high-level, intricate interaction with development interests as well as state and Federal managers. The incumbent is required to resolve highly critical and unusual problems by developing new approaches and to coordinate such activities with organizations and special interest groups. The incumbent represents the Service at meetings to explain and report on Service activities.

The incumbent's work, through resource planning, management decisions, and program execution, has a direct impact on the economic stability and viability of local and Regional economies based on the continued availability of fish and wildlife resources.

FACTOR 6: PERSONAL CONTACTS

Intra-agency contacts include managers, researchers, administrators, and staff personnel in Washington, D.C., regional, and field offices, and associated field stations. External contacts include a multitude of personnel from Federal and state agencies, members of Native American tribes, personnel in other disciplines, university personnel, professional and scientific societies, private consultants, conservation groups, industry, agricultural organizations, landowners, congressional staff members, news media, and other private organizations, groups, and individuals.

FACTOR 7: PURPOSE OF CONTACTS

The purpose of contacts is to direct the activities in the office, to acquire information, exchange ideas, solicit actions, reach agreements, maintain good will, and represent the agency's position to interested parties. These contacts may often involve attempting to obtain information or implement actions from

personnel who are reluctant to respond for a variety of reasons or who have divergent views or open hostility toward the conservation of threatened and endangered species or other species or provisions for adequately compensating resource losses. The contacts require tact and diplomacy because a very important aspect of this position is the ability to work with people of diverse disciplines and divergent views, including a perceptive appreciation of the objectives of other agencies and a respect for their programs and policies as well as an ability to clearly communicate thoughts and ideas to others. The employee must be able to influence or persuade other experts and officials to adopt particular approaches, concepts, or compromises when serious conflicts arise.

FACTOR 8: PHYSICAL DEMANDS

The work is primarily sedentary, although the job does require intermittent physical exertion such as walking over rough or rocky terrain while inspecting field operations.

FACTOR 9: WORK ENVIRONMENT

The work is usually performed in an office setting; however, occasionally some exposure to discomfort and/or risk is encountered such as exposure to extreme heat or cold or hazardous work situations. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is authorized to obtain and wear uniform components within Class B and C.